

LAST REVISED DATE: 04/23/2018

General Information

Task	Process Information
Running the AOC General Ledger Detail Trial Balance Report	<p>The General Ledger Detail Trial Balance Report displays detailed transaction information from the General Ledger, including source information (i.e., voucher details). This report also displays journal line details (i.e., Journal ID, Line, Amount, and Journal Source) for your PCA.</p> <p>*This report replaces the FMIS reports that were being distributed by the Department of Budget and Finance and can be run at any time.</p>


GEARS Navigation

Main Menu > General Ledger > General Reports > GL Trial Bal Detail Report	<div> Favorites ▾ Main Menu ▾ > General Ledger ▾ > General Reports ▾ > GL Trial Balance Detail Report </div>
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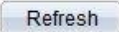
1.0 Process

This document is intended to provide a quick reference to running the General Ledger Trial Balance Detail Report in GEARS.

STEP	ACTION	DETAILS
1.	<p>Create the Run Control ID. The first time you run the Trial Balance Detail Report, you must create a new Run Control ID. Click on the Add a New Value tab.</p> <p>NOTE: A Run Control ID is the name that will be given to the saved parameters you select for the report. You can run the same report again in the future by selecting the same Run Control ID when using the Find an Existing Value tab. No spaces are allowed in the Run Control ID. In addition, the report parameters for a Run Control ID can also be changed after selecting the ID.</p>	<p>GL Trial Balance Detail Report</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID <input type="text"/></p> <p>Add</p> <p>To use a Run Control ID that you previously created, click the Find an Existing Value tab, and then click the Search button. A list of Run Control IDs appear.</p>

2.	<p>Enter a Run Control ID. In this example, "TrialBal_TSitar" is used as the Run Control ID.</p>	<p>Run Control ID <input type="text" value="TrialBal_TSitar"/></p>																		
3.	<p>Click the  button.</p>																			
4.	<p>Specify the Report Parameters. The Report Request Parameters page displays. The report parameters determine what information appears in the report.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Fields with an asterisk (*) must be completed. • Enter as many parameters as possible to limit the run time of the report. Also, it may take longer to run a report with 12 accounting periods versus 1 accounting period. 	<div data-bbox="662 554 1549 1192"> <p>GL Trial Balance Detail Report</p> <p>Run Control ID TrialBal_TSitar Report Manager Process Monitor Run</p> <p>Report Request Parameters</p> <p>GL Trial Balance Detail Report</p> <p>*Business Unit: <input type="text" value="MDJUD"/> *Ledger: <input type="text" value="ACTUALS"/> *Fiscal Year: <input type="text" value="2017"/> Approp Year (eg: <input type="text" value="AY2000"/>): <input type="text"/></p> <p>*Accounting Period From: <input type="text" value="1"/> *Accounting Period To: <input type="text" value="12"/></p> <p>*Batch Agency From: <input type="text" value="C25"/> *Batch Agency To: <input type="text" value="C25"/></p> <p>*PCA From: <input type="text" value="90001"/> *PCA To: <input type="text" value="90001"/></p> <p>Account From: <input type="text" value="0100"/> Account To: <input type="text" value="1446"/></p> <p>Project ID From: <input type="text"/> Project ID To: <input type="text"/></p> <p>Save Return to Search Notify Add Update/Display</p> </div> <table border="1"> <thead> <tr> <th>Field (Required)</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Business Unit</td> <td>Business Unit will always be MDJUD.</td> </tr> <tr> <td>Ledger</td> <td>Ledger should always be ACTUALS. If Ledger does not default to ACTUALS, use the search feature and select ACTUALS from the list of available ledgers.</td> </tr> <tr> <td>Fiscal Year</td> <td>Enter the Fiscal Year you wish to be included in your report.</td> </tr> <tr> <td>Accounting Periods From / To</td> <td>Enter the period of the fiscal year to which you would like to see data (transactions) covered in the report. (July = Period 1; August = Period 2; September = Period 3; etc.)</td> </tr> <tr> <td>Batch Agency From / To</td> <td>Enter the batch agency or range of batch agencies you wish to be included in your report. Please keep in mind that your Batch Agency for expenditure transaction detail is different than your Batch Agency for revenue transaction detail (as well as your PCAs).</td> </tr> <tr> <th>Field (Optional)</th> <th>Description</th> </tr> <tr> <td>Budget Year</td> <td>Enter the Appropriation Year (e.g., AY2014, AY2015)</td> </tr> <tr> <td>PCA From / To</td> <td>Enter the PCA or range of PCAs you wish to be included in your report.</td> </tr> </tbody> </table>	Field (Required)	Description	Business Unit	Business Unit will always be MDJUD.	Ledger	Ledger should always be ACTUALS. If Ledger does not default to ACTUALS, use the search feature and select ACTUALS from the list of available ledgers.	Fiscal Year	Enter the Fiscal Year you wish to be included in your report.	Accounting Periods From / To	Enter the period of the fiscal year to which you would like to see data (transactions) covered in the report. (July = Period 1; August = Period 2; September = Period 3; etc.)	Batch Agency From / To	Enter the batch agency or range of batch agencies you wish to be included in your report. Please keep in mind that your Batch Agency for expenditure transaction detail is different than your Batch Agency for revenue transaction detail (as well as your PCAs).	Field (Optional)	Description	Budget Year	Enter the Appropriation Year (e.g., AY2014, AY2015)	PCA From / To	Enter the PCA or range of PCAs you wish to be included in your report.
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		<div>Account From / To</div> <div>Enter the account or range of accounts you wish to be included in your report. (e.g., 0100 – Salaries, 1446 – Security Alarm Systems)</div>	<div>Project ID To / From</div> <div>Enter the project ID or range of project IDs you wish to be included in your report. If you are not familiar with this field, please leave it blank. This field is primarily used with Grants.</div>																				
5.	<div>Run the Report.</div> Click the <div>Run</div> button.																						
6.	<div>Schedule the Process.</div> A new window with the <div>Process Scheduler Request</div> page displays. These settings are system-generated. The correct Process Name, Type, and Format are automatically selected. The Report will run immediately.	<div>Process Scheduler Request</div> <div>User ID lisa.gutierrezRun Control ID TrialBal_TSitar</div> <div>Server NameRun Date 02/13/2017</div> <div>RecurrenceRun Time 3:26:39PMReset to Current Date/Time</div> <div>Time Zone</div> <div>Process List</div> <table><thead><tr><th>Select</th><th>Description</th><th>Process Name</th><th>Process Type</th><th>*Type</th><th>*Format</th><th>Distribution</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>GL Trial Balance Detail Report</td><td>AOCGLRPT</td><td>SQR Report</td><td>Web</td><td>PDF</td><td>Distribution</td></tr></tbody></table>		Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	GL Trial Balance Detail Report	AOCGLRPT	SQR Report	Web	PDF	Distribution						
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7.	<div>Click the</div> <div>OK</div> button.																						
8.	<div>Make Sure The Process Runs.</div> The <div>Report Request Parameters</div> page displays. Make note of your Process Instance Number. In this example, the Process Instance Number is 1052859. Click the <div>Process Monitor</div> link.	<div>GL Trial Balance Detail Report</div> <div>Run Control ID TrialBal_TSitarReport ManagerProcess MonitorRun</div> <div>Process Instance:1052859</div> <div>Report Request Parameters</div> <div>GL Trial Balance Detail Report</div> <div>*Business Unit: MDJUD*Ledger: ACTUALS*Fiscal Year: 2017Approp Year (eg: AY2000):</div> <div>*Accounting Period From: 1*Accounting Period To: 12</div> <div>*Batch Agency From: C25*Batch Agency To: C25</div> <div>*PCA From: 90001*PCA To: 90001</div> <div>Account From: 0100Account To: 1446</div> <div>Project ID From:Project ID To:</div>																					
9.	<div>Check the Process Status.</div> The <div>Process List</div> page displays.	<div>Process List</div> <div>PersonalizeFindView AllFirst1 of 1Last</div> <table><thead><tr><th>Select</th><th>Instance</th><th>Seq.</th><th>Process Type</th><th>Process Name</th><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>Distribution Status</th><th>Details</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>1052859</td><td></td><td>SQR Report</td><td>AOCGLRPT</td><td>lisa.gutierrez</td><td>02/13/2017 3:26:39PM EST</td><td>Success</td><td>Posted</td><td>Details</td></tr></tbody></table>		Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	1052859		SQR Report	AOCGLRPT	lisa.gutierrez	02/13/2017 3:26:39PM EST	Success	Posted	Details
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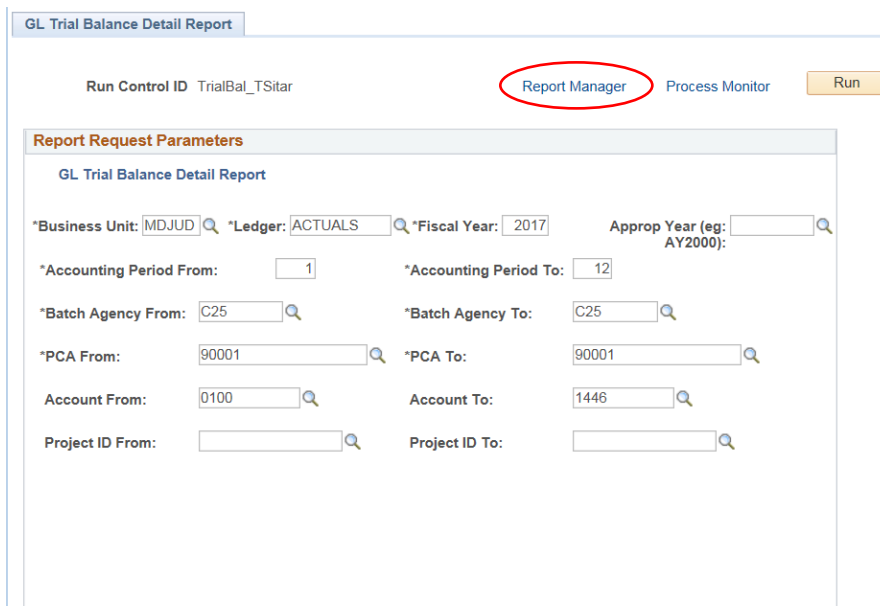
Click the  button and continue clicking the *Refresh* button until the **Run Status** = Success and **Distribution Status** = Posted.

Run Status	Description
Queued	The process is waiting to run.
Initiated	The process has started.
Processing	The process is running.
No Success	The process did not run, call the Help Desk.
Warning	The process ran, but there may be a problem. See if you can retrieve the report, if not, call the Help Desk.
Success	The process ran successfully.
Distribution Status	Description
Queued	The process is waiting to run.
NA	The process is still running.
Posted	The report has posted.
Not Posted	The report did not post, call the Help Desk.

10. Retrieve the Report. Click the [Go back to GL Trial Balance Detail Report](#) link to return to the **Report Request Parameters** page.

11. The **Report Request Parameters** page displays.

Click the [Report Manager](#) link.



GL Trial Balance Detail Report

Run Control ID TrialBal_TSitar **Report Manager** Process Monitor Run

Report Request Parameters

GL Trial Balance Detail Report

*Business Unit: MDJUD *Ledger: ACTUALS *Fiscal Year: 2017 Approp Year (eg: AY2000):

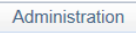
*Accounting Period From: 1 *Accounting Period To: 12

*Batch Agency From: C25 *Batch Agency To: C25

*PCA From: 90001 *PCA To: 90001

Account From: 0100 Account To: 1446

Project ID From: Project ID To:

12. Click the  tab.

13.

View the Report. The View Reports page displays.

Click the link of the report you wish to view that corresponds to the Process Instance Number that was run.

The report will open as a PDF file in a separate window. See below for sample output.

CXZ

List

Explorer

Administration

Archives

View Reports For

User ID

Type

Last

1

Status

Folder

Instance

to

Report List

Personalize

Find

View All

First

1 of 1

Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1007533	1052859	GL Trial Balance Detail Report	02/13/2017 3:27:11PM	Acrobat (*.pdf)	Posted	Details

14.



AOC GENERAL LEDGER DETAIL TRIAL BALANCE REPORT

BUSINESS UNIT: MDJUD

LEDGER: ACTUALS

BATCH AGENCY FROM: C25

PCA FROM: 90001

ACCOUNT FROM: 0100

FISCAL YEAR: 2017

BATCH AGENCY TO: C25

PCA TO: 90001

ACCOUNT TO: 1446

PERIOD FROM: 1

PERIOD TO: 12

PAGE NO: 601

RUN DATE: 23-APR-2018

Run Time: 10:54:38

Proc Instance: 1511106

BATCH	DOC NBR	VOUCHER	INVOICE	JRNL DATE	PCA	ACCOUNT	TRANS AMT	CUSTOMER/VENDOR	PROJECT	JRNL ID	LINE PD	ACCT DT	APPROP YR
C25	VZA67907	00332578	91742	05/04/2017	90001	0926	100.70	EN NET SERVICES LLC		APA0146985	100 11	04/25/2017	AY2017
C25	VZA71804	00334675	92040	05/24/2017	90001	0926	1,717.20	EN NET SERVICES LLC		APA0148574	81 11	05/03/2017	AY2017
C25	VZA71805	00334677	91974	05/24/2017	90001	0926	1,929.30	EN NET SERVICES LLC		APA0148574	81 11	05/03/2017	AY2017
C25	VZA72010	00335471	92071	05/24/2017	90001	0926	319.00	EN NET SERVICES LLC		APA0148574	82 11	05/05/2017	AY2017
C25	VZA73319	00337921	92038	05/26/2017	90001	0926	753.44	EN NET SERVICES LLC		APA0148804	164 11	05/15/2017	AY2017
C25	VZA73321	00337951	92074	05/26/2017	90001	0926	226.00	EN NET SERVICES LLC		APA0148804	164 11	05/15/2017	AY2017
0926 Monthly Activity:							6,898.65						
C25	VZA74404	00339729	92260	06/05/2017	90001	0926	322.40	EN NET SERVICES LLC		APA0149317	97 12	05/19/2017	AY2017
C25	VZA76107	00341470	92140	06/12/2017	90001	0926	481.00	EN NET SERVICES LLC		APA0149989	95 12	05/30/2017	AY2017
C25	VZA76303	00342018	92088	06/13/2017	90001	0926	1,942.30	EN NET SERVICES LLC		APA0150101	161 12	05/31/2017	AY2017
C25	VZA80407	00345898	92093	06/28/2017	90001	0926	139.09	EN NET SERVICES LLC		APA0151297	131 12	06/13/2017	AY2017
C25	VZA80910	00346462	21475	06/29/2017	90001	0926	1,615.00	HOGI HARTFORD		APA0151418	130 12	06/14/2017	AY2017
C25	VZA81812	00347940	92259	06/20/2017	90001	0926	72.00	EN NET SERVICES LLC		APA0151661	22 12	06/20/2017	AY2017
C25	VZA82214	00348477	92385	06/21/2017	90001	0926	4.92	EN NET SERVICES LLC		APA0151806	19 12	06/21/2017	AY2017
C25	VZA82215	00348487	92423	06/21/2017	90001	0926	458.57	EN NET SERVICES LLC		APA0151806	19 12	06/21/2017	AY2017
C25	VZA82216	00348492	92448	06/21/2017	90001	0926	246.72	EN NET SERVICES LLC		APA0151806	19 12	06/21/2017	AY2017
C25	VZA82217	00348500	92548	06/21/2017	90001	0926	220.00	EN NET SERVICES LLC		APA0151806	19 12	06/21/2017	AY2017
C25	VZA84207	00350603	92602	06/29/2017	90001	0926	124.32	EN NET SERVICES LLC		APA0152481	57 12	06/29/2017	AY2017
C25	VZA87331	00353384	6011117018381	06/30/2017	90001	0926	774.00	PRESIDIO NETWORKED S		APA0152996	110 12	06/30/2017	AY2017
C25	VZA87808	00353609	92579	06/30/2017	90001	0926	4,159.44	EN NET SERVICES LLC		APA0153130	62 12	06/30/2017	AY2017
C25	VZA87809	00353619	92636	06/30/2017	90001	0926	213.80	EN NET SERVICES LLC		APA0153130	62 12	06/30/2017	AY2017
C25	VZA87811	00353665	92725	06/30/2017	90001	0926	64.15	EN NET SERVICES LLC		APA0153130	62 12	06/30/2017	AY2017
C25	VZA88103	00353737	92781	06/30/2017	90001	0926	141.62	EN NET SERVICES LLC		APA0153250	19 12	06/30/2017	AY2017
C25	VZA88104	00353739	92755	06/30/2017	90001	0926	179.90	EN NET SERVICES LLC		APA0153250	19 12	06/30/2017	AY2017
0926 Monthly Activity:							11,159.23						
0926 Beginning Balance:							0.00						
0926 Period Activity:							141,829.52						
0926 Ending Balance:							141,829.52						



End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.